

**A Company
1-13th Aviation Regiment**

**Standard Operating Procedures
(SOP)**

10 November 2015



DEPARTMENT OF THE ARMY
A COMPANY, 1ST BATTALION, 13TH AVIATION
REGIMENT 1ST AVIATION BRIGADE
FORT RUCKER AL 36362-5115

ATZQ-BDE-EA

10 November 2015

MEMORANDUM FOR All Initial Entry Training (IET) and Military Occupational Specialty
- Trained (MOS-T) Soldiers, A Company, 1-13th Aviation Regiment, Fort Rucker, AL

SUBJECT: Standing Operating Procedures (SOP)

1. This SOP, in conjunction with regulations and policies published by 1-13th Aviation Regiment, 1st Aviation Brigade, the United States Army Aviation Center of Excellence (USAACE), Training and Doctrine Command (TRADOC), the Department of the Army, and the Department of Defense, establishes the standards for all IET and MOS-T Soldiers assigned or attached to A Company.
2. The purpose of these standards is to ensure a productive, efficient, safe, and secure environment for training Soldiers and ultimately accomplishing the A Company mission. Failure to meet standards wastes resources, threatens the good order and discipline within the unit, and makes the training environment less safe.
3. Each IET and MOS-T Soldier assigned or attached to A Company is responsible for being familiar with this SOP, and meeting the standards described within it.
4. A Company cadre may use non-punitive corrective training or corrective action (IAW AR 600-20 and TR 350-6) to address any failure to comply with these standards. The chain of command may pursue non-punitive administrative actions including, but not limited to, administrative elimination (IAW USAACE REG 350-20) and separation (IAW AR 635-200). The chain of command may also take punitive actions (IAW AR 27-10 and the Manual for Courts Martial) to address intentional disregard or failure to comply with these standards.

A handwritten signature in black ink, appearing to read "Timothy C. Walsh", is positioned above the printed name.

TIMOTHY C. WALSH
CPT, AV
Commanding

Table of Contents	Page
-------------------	------

Chapter 1: Mission and Organization

1-1.	Mission	5
1-2.	Organization	5
1-3.	Definitions of IET and MOS-T	5

Chapter 2: General Information and Standards

2-1.	Command Policy Letters	5
2-2.	Formations	5
2-3.	The Battle Buddy System	6
2-4.	Prohibited Relationships	6
2-5.	Uniforms	7
2-6.	Sick Call Procedures and Medical Care	7
2-7.	Appointments	9
2-8.	Leave	9
2-9.	Identification (ID) Cards, ID Tags, and Phase Cards	9
2-10.	Promotion Policy	10
2-11.	Honor Code	10
2-12.	Visitors	10
2-13.	Religious Services	10
2-14.	Laundry Rooms	10
2-15.	Mail Room	10
2-16.	Residing Off-Post or in On-Post Housing	11
2-17.	IET Phase Privileges	11
2-18.	Definition of the Company Area	13
2-19.	Procedures for Passes Outside of the Company Area	13
2-20.	Wear of Civilian Clothing	13
2-21.	Use of Cell Phones and Other Personal Electronic Devices	14
2-22.	POVs and Rental Cars	14
2-23.	Alcohol	15
2-24.	Tobacco Products	15
2-25.	Dining Facility (DFAC) and Food	15

Chapter 3: Physical Readiness

3-1.	Physical Readiness Training (PRT)	15
3-2.	Army Physical Fitness Test (APFT)	16
3-3.	Profiles Restricting PRT and APFT	16
3-4.	Weight Control	16

Chapter 4: Barracks, Safety, and Security

4-1.	Barracks Standards	17
4-2.	Barracks Maintenance	17
4-3.	Health and Welfare	17
4-4.	Personal Property	18
4-5.	Separate and Secure	18

4-6.	Notification of Criminal Activity_____	18
4-7.	Medication Handling_____	18
4-8.	Safety and Health Rights Policy_____	19
4-9.	Hot/Cold/Allergy ID Tag_____	19
4-10.	Sports Safety_____	19
4-11.	Fire Drill_____	19
4-12.	Ground Action Plan_____	19
4-13.	Severe Weather Plan_____	19

Chapter 5: Operations Section

5-1.	Responsibilities_____	20
5-2.	In-Processing_____	20
5-3.	Assignment Instructions_____	20
5-4.	Out-Processing_____	20
5-5.	Distinguished Honor Graduate_____	21
5-6.	Eliminations and Separations_____	21
5-7.	Hometown Recruiting (HRAP)_____	21

Chapter 6: Supply Section

6-1.	Exchange and Turn-In of Company-Issued Items_____	22
6-2.	Clothing Inventories and Exchange_____	22
6-3.	Cleaning Supplies_____	22

Appendix A: Barracks Standards_____	23
--	-----------

Appendix B: Authorized Footwear_____	32
---	-----------

Appendix C: Schedules_____	33
-----------------------------------	-----------

Appendix D: Important Military Websites_____	34
---	-----------

The Soldier's Creed_____	36
---------------------------------	-----------

The Army Song_____	37
---------------------------	-----------

The Aviation Song_____	38
-------------------------------	-----------

Army Values, Warrior Ethos, and Oath of Enlistment_____	39
--	-----------

Chapter 1 – Company Mission and Organization

1-1. Mission

A Company, 1-13th Aviation Regiment, continues the transformation of volunteers into tactically and technically competent Soldiers who exemplify the Army Values, live the Warrior Ethos, and are prepared to contribute to their first unit of assignment.

1-2. Organization

A Company is organized into a headquarters section and training section. The headquarters consists of the Commander (CDR), Executive Officer (XO), First Sergeant (1SG), Operations, and Supply. The training section consists of each platoon. Each platoon is led by several Platoon Sergeants (PSGs). Soldiers are assigned to the training platoons as follows:

1st Platoon – 15H Pneudraulics Repair Specialists

2nd Platoon – 15Q Air Traffic Controllers

3rd Platoon – 15P Aviation Operations Specialists

1-3. Definitions of IET and MOS-T

1. IET Soldiers are trainees who have never previously been awarded an MOS.
2. MOS-T Soldiers are trainees who have previously completed IET and held an MOS qualification, but are currently undergoing reclassification to 15H, 15Q, or 15P.

Chapter 2 – General Information and Standards

2-1. Command Policy Letters

All Soldiers will read and be familiar with the commander's policy letters located in Building 6202 and the policy letter board. Policy letters are listed below:

- #1 Command Vision
- #2 Open Door Policy
- #3 Treatment of Persons (Hazing and Bullying)
- #4 Equal Opportunity
- #5 Equal Opportunity Complaint Procedures
- #6 Prevention of Sexual Harassment
- #7 Sexual Assault
- #8 Substance Abuse

2-2. Formations

Company formations will be held in accordance with Appendix C and the training schedule for the purposes of accountability and information dissemination. Soldiers must be present for the duration of all formations unless they have prior permission from their PSG. If an extenuating

circumstance does not allow a Soldier to make it back to the company area on time for a formation, that Soldier will call the Duty NCO to inform them of the situation.

2-3. The Battle Buddy System

1. All IET Soldiers will have a same gender battle buddy at all times, on or off-duty, regardless of phase, except as noted below. The battle buddy system teaches teamwork and a sense of accountability for other Soldiers, and it reduces the likelihood of misconduct and other risky behaviors.
2. Battle buddies will remain within five meters of each other.
3. Soldiers will report to the 1SG, XO, or CDR if ever directed to leave their battle buddy.
4. Battle buddy teams consisting of one male and one female are prohibited. When a buddy team of mixed-gender is unavoidable, Soldiers will form a buddy team of three only with prior permission from cadre.
5. The Duty NCO will assign down-timers to go with Soldiers to and from appointments.
6. Exceptions to the battle buddy rules are:
 - a. When in a counseling session with a chaplain or medical provider, to preserve confidentiality, battle buddies may be farther than five meters apart, but will remain in the immediate area.
 - b. When moving between Building 6202 and the school house for appointment purposes
 - c. When performing extra duty
 - d. When reporting to the Duty NCO for sick call before PRT
 - e. With prior permission from the Duty NCO to be accompanied by ones parent, spouse, or former legal guardian, and when moving between the barracks and Building 6202 for that purpose

2-4. Prohibited Relationships

1. Relationships between Soldiers of different grades (officers, NCOs, MOS-T or permanent-party enlisted Soldiers, and IET Soldiers) which are not required by the mission are prohibited. Examples are romantic, sexual, business-related, financial, or social relationships characterized by undue familiarity. Prohibited relationships include those carried on through written or electronic means (e.g. letters, notes, emails, text messages, social networking, photos, etc.).
2. During in-processing, all Soldiers will read and sign a DD Form 2982 to acknowledge prohibited activities between trainers and trainees.
3. Romantic and sexual relationships between IET Soldiers are also prohibited.
4. To prevent the appearance of possible prohibited relationships, male IET Soldiers will not

enter the female barracks. Female IET Soldiers will not enter the male barracks. IET Soldiers will not enter the MOS-T barracks, MOS-T parking lot, nor any permanent-party barracks or housing areas. Lodging facilities are also off-limits to IET Soldiers unless properly accompanied by a parent, former legal guardian, or spouse who is checked-in as a guest at that establishment. MOS-T Soldiers will not enter any barracks for IET Soldiers.

5. IET Soldiers will not make physical contact with anyone except when instructed by cadre during training, or to address medical or safety emergencies. MOS-T Soldiers will not make physical contact with IET Soldiers except as noted previously.

2-5. Uniforms

1. Unless otherwise instructed, ACUs are the duty uniform. They can be either Universal Camouflage Pattern (UCP) or Operational Camouflage Pattern (OCP) in accordance with the uniform transition ALARACT. IET Soldiers will also wear the water hydration system which will remain at least half-full at all times. The only backpack authorized to be worn with ACUs is the Army-issued assault pack. Boots will be in accordance with Appendix B.

2. Unless otherwise instructed, the uniform for PRT is the Army Physical Fitness Uniform (APFU) or the Improved Physical Fitness Uniform (IPFU) in accordance with the uniform transition ALARACT. All female Soldiers will wear a bra. The applicable reflective belt will be worn: a red belt is for IET Soldiers, a yellow belt for MOS-T Soldiers E-1 through E-4, and a green belt for MOS-T NCOs. IET Soldiers will also wear the water hydration system which will remain at least half-full at all times.

3. The Army Service Uniform (ASU) will be worn for Soldier On Day (normally the last Friday of each month) and graduation. Soldiers will wear all authorized awards. Only TDY-and-return MOS-T Soldiers are authorized to wear unit-specific items such as temporary unit awards or jump boots. TDY en-route MOS-T Soldiers will not wear temporary unit awards or jump boots.

4. Minimum clothing in the barracks, except when conducting personal hygiene behind a closed door in a Soldier's assigned barracks room, is the PRT shorts and T-shirt. Female Soldiers will wear a bra.

5. During block time and after final formation, Soldiers will only wear the PRT uniform inside the barracks or when engaging in some form of physical exercise.

2-6. Sick Call Procedures and Medical Care

1. If a Soldier wakes up for PRT with a non-emergency sickness, illness, or injury, they will report to the night Duty NCO between 0445 and 0500 in ACUs. After reporting to the night Duty NCO, the Soldier will follow the procedures outlined below. The same steps apply if needing to go to dental sick call. The Soldier will:

a. Go to either 6202A or 6202B and fill out a DD Form 689 from the wall of forms. Fill out administrative data and the "who, what, when, where, and why" for how the sickness, illness, or injury occurred.

b. Bring the form, after getting it verified by the Duty NCO, to the medics in 6202C.

(1) The medic will either tell the Soldier that they need to go to Lyster Army Health Clinic at 0600 to be seen for further medical attention, or make a same day appointment by calling the appointment line at 0700 at 334-255-7000.

d. After the medics sign off of the DD Form 689, make a copy of it, and place it into the PSG inbox to be reviewed later.

e. If told to go to Lyster, the Soldier will attend the 0545 PRT formation for accountability before being released to go to Lyster.

(1) If going Lyster, the Soldier will not leave until released by the medical staff and will return directly to the company and report to the Duty NCO.

(2) Upon return, provide all paperwork, profiles, sick call forms, follow-up appointments, and medications for the Duty NCO to review.

(3) Fill out a back-to-class slip and have the Duty NCO sign off so the instructor can validate the reason for missing class.

f. If told to make an appointment at 0700, the Soldier will immediately go back to the barracks, change into the PRT uniform, and participate in PRT that morning. The Soldier will make the appointment for some time after PRT. After making the appointment, the Soldier will tell the Duty NCO so that it can be properly tracked.

2. Soldiers will not postpone required medical treatment. Soldiers will seek medical treatment as soon as they realize the need. Fort Rucker does not have an Emergency Room, so if emergency assistance is required, Soldiers will notify an instructor or PSG during duty hours, or the night Duty NCO during non-duty hours. The PSG will contact the Triage Nurse who will make a determination of whether or not a Soldier needs emergency assistance. If an emergency does not exist the nurse will make an appointment for the Soldier at Lyster Army Health Clinic. In the event of a true emergency, cadre will coordinate transportation for the Soldier to the nearest emergency room.

a. Upon return from the emergency room, the Soldier will provide all paperwork, profiles, sick call forms, follow-up appointments, and medications for the Duty NCO to review.

b. After visiting the emergency room, the Soldier will go to sick call to be seen by Lyster medical personnel so they can follow-up on the care provided by the civilian doctors and fill prescriptions. Any type of quarters or profile provided by a civilian doctor is not valid until a military doctor approves.

3. If given a profile from Lyster, the Soldier will turn it in to the PSG with the "who, what, when, where, why" details written on the back, so it is known what caused the sickness, illness, or injury. Soldiers will immediately turn in profiles upon getting back to the company. The profile is an inspectable item and will be carried at all times.

4. Soldiers placed on "quarters" by a physician must understand that the physician's order constitutes restriction to the assigned barracks room. Soldiers on quarters will only leave their assigned room for meals or medication (e.g. will not hang out in the barracks hallways,

barracks day rooms, the smoking area, the pavilion, or the shoppette). Once a quarters request is signed by the commander, it becomes a lawful order. If a Soldier feels that they do not need to be on quarters, they will use the commander's open door policy.

2-7. Appointments

1. Soldiers who have any issue will bring it to the attention of cadre at the earliest opportunity. Cadre members will coordinate external assistance as required from legal, finance, health care professionals, religious clergy, etc.
2. Soldiers with appointments (to meet with medical, dental, legal, finance, religious clergy, etc.) that conflict with MOS training must complete a USAACE Form 9: Permission to be Absent from Training. Soldiers will deliver this form to their academic instructor as early as possible prior to the absence from training. Once a Soldier schedules an appointment, they will attend or cancel at least 48 hours in advance. All Soldiers will immediately notify their PSG if an appointment is to be cancelled for any reason. Obtaining and ensuring the proper routing of the Form 9 is the responsibility of the Soldier.
3. Due to Fort Rucker's small size, many medical services are only provided off-post. Soldiers will report to the Duty NCO for transportation to off-post locations. The following is a breakdown of how early Soldiers will report to the Duty NCO before an appointment.

Location	Minutes
Lyster Army Health Clinic	30
Brown Dental	30
Enterprise	30
Dothan	60
Ozark	45
Daleville	30

4. Soldiers will not make appointments that will cause them to miss any portion of STX without approval by the commander.

2-8. Leave

1. Ordinary leave is not normally authorized for Soldiers in AIT except during Holiday Block Leave (IAW with specific instructions from TRADOC and USAACE) or in conjunction with PCS following graduation. The commander may authorize certain types of leave on a case-by-case basis. All requests for leave will go through PSGs.
2. In the event of a crisis involving immediate family members (parents, siblings, spouses, or children), Soldiers will encourage their families to send a verified message through the Red Cross (at 877-272-7337) to aid in the process of approving leave under emergency conditions.

2-9. Identification (ID) Cards, ID Tags, and Phase Cards

ID cards, ID tags, and phase cards are inspectable items that will be carried at all times except while performing scheduled PRT. Soldiers will report to their PSG if they lose their ID card, forget their PIN, or their card stops working correctly with CAC readers. If a Soldier needs new or additional ID tags, they will fill out the ID tag request form located on the forms wall on either 6202A or 6202B and turn it in to the PSG. If a Soldier loses their phase card, they will report to

their PSG. Soldiers may be held financially liable for the loss.

2-10. Promotion Policy

The chain of command may recommend eligible Soldiers for promotion, but Soldiers in AIT will not receive promotion with a waiver. Soldiers promoted by their ARNG/USAR unit will not pin the new rank on themselves. They will provide a copy of their ERB or DA Form 4187 to their PSG to be formally promoted by cadre.

2-11. Honor Code

In accordance with USAACE Regulation 350-20, Soldiers will not cheat, lie, steal, nor tolerate those who do, nor tolerate those who have knowledge of lying, cheating, or stealing. Soldiers with knowledge of these activities will report to cadre immediately.

2-12. Visitors

IET Soldiers may have visitors after final formation on training days until bed checks, and during block time on non-training days. Soldiers will ensure that visitors check in with the Duty NCO, sign in and out of Building 6202B, and will escort their visitors at all times. Visitors will park in the C Company parking lot behind Building 6202. Soldiers will not allow visitors to enter any barracks building.

2-13. Religious Services

Soldiers in AIT will have opportunities to attend religious services and other events on and around Fort Rucker (IAW appropriate phase privileges). The chaplain hosts regular events at Wings Chapel including a Prayer Breakfast and Above the Best Bible Study. Soldiers who wish to participate in religious activities will speak with their PSG or the chaplain to learn more and coordinate for attendance.

2-14. Laundry Rooms

Soldiers are encouraged to use the Quartermaster Laundry Service in Building 172, located across Ruf Avenue next to Mother Rucker's, for most laundry and cleaning needs. To supplement this service, laundry rooms are on each floor of each barracks building. Soldiers are responsible for maintaining these areas in a high state of cleanliness. Soldiers are required to report problems with the appliances to cadre. Soldiers will not leave laundry unattended. Soldiers will not clean TA-50 in the washers or dryers.

2-15. Mail Room

The Battalion Mail Room is at the east end of Building 6201 (1-13th Headquarters). Operating hours are posted at the mail room. During in-processing, Soldiers will obtain a mailbox assignment from the mailroom. Soldiers will report loss of mail box keys to a PSG. The following is an example mailing and return address:

PVT John Doe
CMR# 3 Box_____
Fort Rucker, AL 36362

2-16. Residing Off-Post or in On-Post Housing

The commander will consider requests from MOS-T Soldiers to live outside of the barracks if their spouse is already assigned to Fort Rucker. The privilege to live off-post or in on-post housing is based upon individual circumstances, including financial status. Soldiers must be able to provide an emergency point of contact, will not be excused from any company formations or other events, and may be subject to visits by the chain of command.

2-17. IET Phase Privileges

1. IET Soldiers may progress through phases in which privileges increase upon successful demonstration of knowledge, physical fitness, responsibility, and self-discipline. All IET Soldiers will attempt to meet the requirements for each phase to the best of their abilities.

2. Upon arrival to A Company, IET Soldiers will be Phase IV.

3. After completing at least 21 days as Phase IV, and meeting the following performance standards, IET Soldiers may progress to Phase V.

a. Score at least 60 points in each APFT event. The chain of command may grant exceptions for Soldiers who have been medically unable to take an APFT for 60 days.

b. Pass an ASU inspection

c. Pass a TA-50 inspection

d. Pass a written examination by scoring at least 70%

e. Pass a barracks room inspection

f. Correctly sing the Aviation Song and Army Song

g. Correctly recite the Soldier's Creed

h. Demonstrate knowledge of Army history/organization

i. Demonstrate knowledge of this SOP

j. Demonstrate knowledge of military customs and courtesies

k. Obtain a satisfactory rating from the PSG

l. Demonstrate satisfactory progress in MOS training

4. After satisfactorily completing at least 49 days as Phase V, and scoring at least 80 points in each APFT event, IET Soldiers may progress to Phase V+.

5. Privileges are not rights, so cadre members may withhold, modify, or withdraw privileges at their discretion based on individual performance and mission requirements.

6. IET Soldiers will automatically revert to Phase IV if considered for punishment under UCMJ, and, if found guilty, will remain Phase IV for at least 14 days after punishment is complete.

7. When exercising any privilege, IET Soldiers will adhere to all applicable laws, Army regulations, this SOP, and other orders from cadre.

8. Privileges and restrictions for IET Soldiers specific to each phase are as follows:

	Phase IV	Phase V	Phase V+
On-post pass outside the company area defined by paragraph 2-18	Only during block time on non-training days	During block time on non-training days and after final formation on training days	During block time on non-training days and after final formation on training days
Off-post pass IAW paragraph 2-19	NO	Only during block time on non-training days	During block time on non-training days and after final formation on training days
Overnight pass	NO	NO	NO
Possess and wear civilian clothes	NO	During block time on non-training days and after final formation on training days	During block time on non-training days and after final formation on training days
Cell phones and electronic devices	Only at times and places per paragraph 2-21	Only at times and places per paragraph 2-21	Only at times and places per paragraph 2-21
Drive or ride in a POV or rental car	Only as a passenger per paragraph 2-22	Only as a passenger per paragraph 2-22	May also drive a rental car with approval per paragraph 2-22
Alcohol use	NO	NO	NO
Tobacco use	Only at times and places per paragraph 2-24	Only at times and places per paragraph 2-24	Only at times and places per paragraph 2-24
Wear non-standard issue eye glasses or contact lenses	NO	YES	YES
Possess and use non-issued linens and bedding	NO	YES	YES
Possess and ride a bicycle	NO	NO	YES
Eat meals outside of the dining facility	Only with prior permission from cadre	During block time on non-training days and after final formation on training days	During block time on non-training days and after final formation on training days

2-18. Definition of the Company Area

The limits of the company area are defined as follows: Ruf Avenue to the north; Fortenberry Gym to the east (the gym itself is included); Andrews Avenue to the south; and Soldier On Field to the west (the track and field are included).

2-19. Procedures for Passes Outside of the Company Area

1. IET Soldiers will sign out with the Duty NCO before departing the company area, and will sign back in upon returning to the company area.
2. In addition to the times authorized by the phase privilege table, PSGs may approve exceptions for Soldiers to leave the company area for specific purposes. Examples include attending religious events or conducting business at the shoppette, military clothing sales, the barber shop, or the quartermaster laundry facility. The 1SG is the approval authority for IET Soldiers to conduct business outside of the company area during the training day, including lunchtime.
3. Phase V and V+ Soldiers will not travel more than 25 miles from the company area when allowed to go off-post.
4. During STX, from the time that weapons are issued until final weapons turn-in, Soldiers will not leave the company area without prior permission from cadre, regardless of phase privileges at that time.

2-20. Wear of Civilian Clothing

1. Clothing intended for use as underwear or pajamas, including slippers, will not be worn outside of the barracks. Hair curlers and do-rags will not be worn outside of the barracks.
2. Clothing with offensive or crude images or language, as well pants or shorts with any prominent writing on the backside, is prohibited.
3. Clothing will cover undergarments, midsections, and underarms. Clothing that is revealing due to being excessively tight, made of thin material, or see-through is also prohibited.
4. Shorts and skirts will extend below the fingertips when standing.
5. Hats will not be worn indoors, backwards, sideways, or tilted.
6. All females will wear a bra.
7. Minimum clothing for playing sports or exercising is shorts and a T-shirt similar to the IPFU/APFU, except when swimming. For swimming, males will wear shorts similar to the IPFU/APFU shorts, and females will wear one-piece swimsuits.

2-21. Use of Cell Phones and Other Personal Electronic Devices

1. Use of phones and other personal electronic devices is limited for IET Soldiers as shown below on training days. Only the commander may grant exceptions on a case-by-case basis.

0545 - 0700	0700 - 0815	0815 - 1100	1100 - 1200	1200 - Final Formation	Final Formation - Bed Checks	Bed Checks - 0545
No possession or use	Used only in assigned barracks rooms	No possession or use	Used only in assigned barracks rooms	No possession or use	Devices can be carried and used anywhere except during formations	Used only in assigned barracks rooms

2. When Soldiers are not present in their barracks rooms, they will lock away all devices in their drop-downs.

3. MOS-T Soldiers may carry cell phones but they will be turned off, on silent, or on vibrate within the company and classroom areas. MOS-T Soldiers will not leave class to answer a phone call unless they have prior written authorization from the commander.

4. The sound from personal electronic devices will not travel more than ten feet, nor outside of barracks rooms. During hours of 2000-0600, Soldiers will limit the noise distance to one foot away. Soldiers will turn down volume or wear headphones if roommates feel that the sound is too loud.

5. On non-training days (Saturdays, Sundays, holidays, and DONSA's), Soldiers may possess and use devices anywhere except during formations.

6. Soldiers will not attempt to connect personal electronic devices to the Army network.

2-22. POVs and Rental Cars

1. IET Soldiers may only ride as a passenger in a POV (defined as any vehicle that is not a commercial taxi or government/military vehicle) when driven by their parent, former legal guardian, or spouse. The Duty NCO will personally see the Family member before granting permission in order to check their license, inspect their POV, and ensure a common understanding of the rules.

2. Phase V+ Soldiers may also drive rental cars or ride in rental cars driven by other Phase V+ Soldiers. To drive or ride in a rental car, Phase V+ Soldiers will first complete the Accident Avoidance Course, a TRiPS risk assessment, a vehicle inspection, and obtain written permission from a PSG. Additionally, Phase V+ Soldiers may only drive or ride in a rental car during block time or after final formation.

3. IET Soldiers are not authorized to possess, drive, or ride motorcycles, scooters, mopeds, or other similarly powered modes of transportation.

4. MOS-T Soldiers are allowed to possess, drive, and ride in a POV. Soldiers with POVs at Fort Rucker will arrange for their PSG to inspect the vehicle within three days of reporting to A Company, and before every holiday weekend. Drivers must possess a valid license, registration, and proof of insurance. MOS-T Soldiers will park their vehicles in the lot next to Building 6101.

5. Traffic accidents and violations, both on and off-post, may result in the loss of POV and rental car privileges. Soldiers must report traffic accidents and violations to cadre immediately.
6. MOS-T Soldiers are not authorized to drive their vehicles to school.
7. Soldiers will not perform vehicle maintenance in the company parking lot.
8. No military equipment or clothing will be stored in a POV.

2-23. Alcohol

1. IET Soldiers will not possess or consume alcohol, regardless of age. The only exception will be during religious worship services in accordance with established customs.
2. MOS-T Soldiers may consume alcohol when off-duty, but will not consume alcohol in the company area.

2-24. Tobacco Products

IET Soldiers are prohibited from using any type of tobacco product, including electronic cigarettes, within the company area. Smoking by MOS-T Soldiers is only permitted in the designated MOS-T smoking area, outside the MOS-T barracks building, beyond the view of IET Soldiers. Soldiers may keep tobacco products in the barracks, but products must be locked in a drop-down. In addition, possession or use of tobacco products by anyone under 19 years old is illegal in the state of Alabama, and use of any product in a government building is prohibited.

2-25. Dining Facility (DFAC) and Food

1. The primary dining facility for AIT Soldiers is the Consolidated DFAC adjacent Building 6101. Operating hours are posted on the company bulletin board and on the DFAC doors. Soldiers will wear proper attire in the dining facility as posted on the DFAC doors and in accordance with paragraph 2-20 of this SOP.
2. IET Soldiers will not have food in the company area except at the DFAC, or in Building 6202 when on quarters or CQ recovery with cadre permission. IET Soldiers may only have take-out or delivery food outside of the company area.
3. MOS-T Soldiers may have take-out or delivery food in the MOS-T barracks dayroom only.

Chapter 3 – Physical Readiness

3-1. Physical Readiness Training (PRT)

1. A Company normally conducts PRT in accordance with FM 7-22 at 0545 on each training day. Some activities may require earlier start times. Make-up PRT, for those who attend sick call or have a conflicting appointment in the morning, normally takes place at 1800. Soldiers without a medical profile will perform all planned PRT activities to the best of their abilities.
2. Ability groups for running are determined based on each Soldier's APFT two-mile run time.

- a. A Group: 13:00 and faster
- b. B Group: 13:01 – 14:30
- c. C Group: 14:31 – 16:00
- d. D Group: 16:01 and slower

3-2. Army Physical Fitness Test (APFT)

1. Soldiers will normally take a diagnostic APFT on the first day of their second week with A Company. If a Soldier fails the diagnostic APFT, they will retake the APFT on the first day of each week until they either pass or it is time for their record APFT. Soldiers may be required to take additional diagnostic APFTs at the direction of cadre.

2. Soldiers will take a record APFT two weeks before their scheduled graduation. Soldiers must achieve 60 points per event to graduate. Soldiers who fail will receive counseling to begin the process of elimination and/or separation. Soldiers will continue to take a record APFT each week until they pass or the chain of command approves elimination and/or separation. MOS-T Soldiers who fail a record APFT will also be flagged.

3-3. Profiles Restricting PRT and APFT

1. Soldiers with current medical profiles that restrict them from performing the planned PRT activities will still attend PRT daily, but will execute an alternate training plan developed by cadre in accordance with the profile.

2. Soldiers will adhere to the restrictions of their profile at all times, not just during PRT and other official training events.

3. Any Soldier whose profile restricts them from taking an APFT will have two days of recovery for each day of their last profile, after the "Fit for Duty" (FFD) date, up to 90 days, before taking a record APFT. If a Soldier wishes to waive this recovery period in order to graduate, they may submit a request through the chain of command. The chain of command may require the Soldier to first pass a diagnostic APFT before allowing a record attempt. Soldiers who waive their recovery period and fail a record APFT will be subject to the same consequences as described in paragraph 3-2.

3-4. Weight Control

The standards of AR 600-9 are applicable to MOS-T Soldiers at all times and IET Soldiers after 180 days of service. Soldiers who fail to meet standards will be flagged and enrolled in the Army Body Composition Program. TDY-and-return, National Guard, and Reserve MOS-T Soldiers will return to their unit.

Chapter 4 – Barracks, Safety, and Security

4-1. Barracks Standards

1. Soldiers will keep barracks in accordance with Appendix A.
2. Soldiers will not move company-owned furniture, games, or televisions between rooms or buildings without prior permission from cadre. Soldiers will not rearrange furniture within rooms without prior permission from cadre, except to return rooms to the proper standard.
3. Possession of liquids (other than clear, unflavored water) and food (including empty food wrappers/containers) inside the IET Soldier barracks is prohibited. This includes gum, candy, condiments, raw ingredients, powdered or liquid flavorings/enhancements, and supplements such as protein powder. MOS-T Soldiers may keep food in the MOS-T barracks dayroom only.
4. When running, air conditioners will be set at 74 degrees Fahrenheit.

4-2. Barracks Maintenance

Deficiencies in the barracks (i.e. water, electrical, furniture, or any other government property) will be submitted by Soldiers on a Service Order Form located on the forms wall of either 6202A or 6202B. Soldiers will inform their PSGs immediately of any work order needs. PSGs will call in service orders and receive work order numbers. Soldiers will post service order requests at the site of the deficiency. Soldiers may be held financially liable for any damage to the rooms or furniture caused by negligence.

4-3. Health and Welfare

1. A health and welfare inspection is a regularly scheduled but unannounced inspection directed by the commander to find and eliminate all hazards to health, welfare, safety, readiness, good order, and discipline of the unit. An inspection is not a search directed at any one individual or group based on any probable cause.
2. Immediately preceding the inspection, all Soldiers will exit the barracks. When a Soldier's room is about to be inspected, the Soldier will report to the inspector.
3. Inspectors may remove property from containers, and will use appropriate care, but are not responsible for returning contents to the original containers.
4. Soldiers will not possess any of the following items:
 - a. Any type of weapon, to include but not limited to: switchblade knives, any knives with blades over three inches long, brass knuckles, blackjacks, firearms, pyrotechnics, ammunition, etc. Soldiers who arrive for training with a weapon will report to the Duty NCO who will coordinate to have the weapon stored in the A Company arms room while the Soldier is in A Company. All POWs will be registered with the Provost Marshal.
 - b. Flammable items. Soldiers may have cigarette lighters and matches, but will not use them inside of any building. Lighter fluid refills are not allowed in the barracks.

- c. Narcotics, alcoholic beverages, or empty containers for alcohol.
- d. Pornographic materials of any type (including items purchased at the Post Exchange)
- e. Electronic devices for food preparation (microwaves, hot plates, toaster ovens, etc.)

4-4. Personal Property

Soldiers with personal items valued greater than \$50 must complete two copies of DA Form 4986, Personal Property Record, and secure those items in their locked drop-down. Items must be certified by cadre. Soldiers will keep one copy and submit the other to the PSG.

4-5. Separate and Secure

1. Once exterior doors to the barracks are closed between the hours of 2000 and 0445, Soldiers will not open the doors to leave the building, or allow any individual to enter the building, except in an emergency or with prior permission from cadre. Exterior doors of all barracks are monitored by a security system at night, and Soldiers serving as CQ will immediately notify the Duty NCO if a door opens.
2. Male barracks are off-limits to female Soldiers, and female barracks are off-limits to male Soldiers. The only exception is when conducting official business and accompanied by cadre. When entering the barracks of the opposite sex, cadre/trainees will first announce "Male/Female on the floor." Trainees will not enter rooms.
3. At night, and whenever rooms are unoccupied, room doors will be closed and locked.
4. Security cameras across the company area record video footage when they detect movement for the safety and security of Soldiers. Video recordings may be used to pursue adverse action.
5. Phones which automatically connect to a SHARP hotline are located in each day room on every floor in the barracks. If there is any incident related to sexual harassment or assault, Soldiers can use this phone to immediately reach help and place a restricted report.

4-6. Notification of Criminal Activity

In the event of actual or suspected crime, after ensuring their immediate safety, Soldiers will report to cadre. Soldiers will also report any unfamiliar or suspicious person in the company area. If a cadre member is not immediately available, Soldiers will call 911 or Military Police directly at 334-255-2222.

4-7. Medication Handling

All Soldiers who receive medication will report to cadre upon return to the company area, and cadre will determine how to handle the medication. Narcotics and other medications which cause drowsiness will be secured in Building 6202A. Soldiers will report to their PSG or the Duty NCO to receive each dose. Other medications will be secured in each Soldier's drop-down. Soldiers will only take medication as prescribed, and cadre may confiscate medications if any abuse or security violation is suspected.

4-8. Safety and Health Rights Policy

Soldiers will report suspected violations of safety or health rights to cadre. Soldiers are protected from discriminatory actions or reprisals from exercising their safety and health rights.

4-9. Hot/Cold/Allergy ID Tag

1. The Hot/Cold Weather and Severe Allergy Identification Tab will be worn to identify Soldiers in ACUs who are at risk of hot and cold weather injuries or severe allergies. Soldiers will wear the tab at the bottom of their right breast pocket flap. The Identification Tab will extend one inch from the bottom of the pocket flap. Soldiers will wear one of three colors, based on the following criteria:

- a. Red for a prior heat injury
- b. Blue for a prior cold injury
- c. Green for severe allergies (i.e. bee stings, food, medication, etc.)

4-10. Sports Safety

Soldiers will take appropriate precautions to avoid injuries during recreational activities, including wearing appropriate protective equipment. Swimming is only authorized where certified lifeguards are on-duty.

4-11. Fire Drill

In case of a fire and/or alarm, all Soldiers will immediately evacuate the building and proceed directly to Soldier On Field, unless directed by cadre to an alternate location, for accountability.

4-12. Ground Accident Plan

1. Soldiers aware of an accident or medical emergency will:
 - a. Notify cadre using the instructions outlined in the CQ Instruction Book.
 - b. Perform first aid and attend to the victim until help arrives.
 - c. Obtain help by dialing 800-418-0983 (Triage Nurse) or 911.

4-13. Severe Weather Plan

When Soldiers hear the severe weather alarm (three long steady tones), they will immediately position themselves indoors and away from windows. Soldiers will remain indoors until hearing the "ALL CLEAR" signal (rapid rising and falling tone) and receiving instructions from cadre for accountability.

Chapter 5 – Operations Section

5-1. Responsibilities

The A Company Operations Section is responsible for in and out-processing of all Soldiers. Operations is also the point of contact for pay problems, personnel actions (e.g. name change, Married Army Couples Program [MACP], The Hometown Recruiter Assistance Program [HRAP], Overseas Family Screening, Immunization Requirements, etc.).

5-2. In-Processing

1. Operations will assist new Soldiers with completing necessary forms. Soldiers will normally receive an in-processing brief at 0900 on Sunday. Formal unit/post in-processing is normally conducted on the first two days of the week.
2. The Duty NCO will collect the BCT packets from IET Soldiers. This packet should contain the Soldier's medical record, dental record, and a brown or manila folder that contains individual personal information. MOS-T Soldiers will provide a copy of their orders or DD Form 1610.

5-3. Assignment Instructions

Regular Army Soldiers will check their AKO account for notification of their next duty station by logging in to AKO, clicking on the "Assignment Satisfaction Key" link on the right-hand side, and clicking on the "On Assignment" link across the top.

5-4. Out-Processing

1. Soldiers will receive an out-processing briefing from Operations during the week prior to graduation. Following the briefing, Soldiers will complete as much out-processing as possible prior to graduation.
2. Soldiers will direct all questions about out-processing to Operations. If a problem arises, immediately inform Operations.
3. Soldiers who lose their clearing papers will be required to repeat all out-processing steps.
4. Soldiers will not attempt to contact the transportation or AG/MPD section individually without authorization from the Operations NCO.
5. Once a Soldier has coordinated reservations with the transportation section and Operations NCO, Soldiers will not make any attempt to change their itinerary without approval by the Operations NCO. The chain of command is not responsible for lost money due to uncoordinated personal travel arrangements by the Soldier.
6. Soldiers will clear the installation in accordance with DA Form 137-2R, (Installation Clearance Record) and DA Form 137-1R (Unit Clearance Record). Prior to clearing, Soldiers will turn-in any items issued by the company and pick up and Health Records and Dental Records.

7. If a Soldier's departure date is on a weekend, after duty hours, or on a holiday, the Soldier will report to the Duty NCO prior to leaving the company area.
8. Personnel out-processing must be completed NLT 1400 on Friday, unless otherwise directed.
9. Soldiers planning to depart from either the Dothan or Montgomery Airports on the day of graduation will not choose flights departing prior to 1730. Soldiers are responsible for their transportation to the airport or bus station after graduation.
10. The uniform for out-processing is ACUs.

5-5. Distinguished Honor Graduate

1. At graduation, honors will consist of a Distinguished Honor Graduate and a maximum of four Honor Graduates. The sum of both categories will not exceed 20 percent of the class.
2. Only IET Soldiers may qualify for honors. Selection is based on the following criteria:
 - a. Receive a first time GO on all graded academic units.
 - b. Receive no UCMJ punishment.
 - c. Receive a minimum score of 85 points per event on the final APFT.
 - d. In the event of a tie between academic scores, selection for honors will be based on the final APFT scores.

5-6. Eliminations and Separations

Soldiers recommended for elimination from the course of instruction will be processed in accordance with USAACE Regulation 350-20. Soldiers eliminated from training will be considered for reclassification into another MOS or separation from the Army at the commander's discretion. Soldiers who are separated with less than one year active service will turn-in all of their issued items except T-shirts, underwear, and socks.

5-7. Hometown Recruiting (HRAP)

1. HRAP is a program designed to give Regular Army IET Soldiers an opportunity upon graduation to return to their hometown for 14 days and assist the nearest recruiting station. Soldiers interested must apply through their PSG two weeks prior to graduation.
2. To be approved for HRAP, Soldiers must generally meet the following requirements. The commander may grant exceptions on a case-by-case basis.
 - a. Pass the graduation (record) APFT with at least 70 points in each event.
 - b. Have no profile.
 - c. Meet height/weight standards per AR 600-9.

d. Have no setbacks due to academic failure.

e. Have no record of UCMJ punishment.

f. Be recommended by the PSG.

3. Soldiers cannot receive both HRAP and Airborne school, so those with Airborne school in their contract must cancel in order to participate in HRAP.

4. Soldiers will provide their own transportation while performing HRAP duty, and will remain within 50 miles of the recruiting station. If flying to the next duty station, Soldiers may change their government-paid ticket to a departure airport near their hometown, but will pay the difference if the new ticket is more expensive than flying from Dothan. Soldiers will also only receive travel days for the time required to fly or drive from Fort Rucker to the next duty station.

Chapter 6 – Supply Section

6-1. Exchange and Turn-In of Company-Issued Items

1. Linen exchange is conducted every Wednesday. Any Soldier leaving linen unsecured or left with another Soldier may be held financially responsible if those items are lost or destroyed. Linen hand-receipts will be updated if a Soldier changes barracks and/or rooms. No student will receive or acquire linen from another Soldier. Any Soldier that finds extra linen will turn it in to their PSG immediately.

2. The graduating class will turn their linen, unit patches, PRT belt, and road guard vests at 0530 on the day of graduation. Soldiers who are leaving at a time other than graduation (i.e. hold-overs) will coordinate with their PSG for a turn-in time.

3. Final room inspections will be conducted by a PSG. Once the room inspection is complete, room keys will be turned in to the PSG. If Soldiers wish to leave behind extra items that might be useful to other Soldiers (e.g. cleaning supplies, irons, etc.), they can leave them with the PSG after clearing their room.

6-2. Clothing Inventories and Exchange

1. Regular Army Soldiers with less than 180 days in service may exchange select military clothing items that do not fit or are no longer serviceable. Boots cannot be exchanged after 90 days. ARNG/USAR Soldiers can exchange clothing at any time.

2. Soldiers will inform their PSG of ill-fitting or unserviceable clothing. They will complete the DX form, located on the forms wall of either 6202A or 6202B, and turn it in with a copy of orders to BCT and an ERB/SRB. The PSG will send it to the commander and return it upon approval. Soldiers will clean items for exchange and take them, along with the DA Form 3078, to Military Clothing and Sales.

6-3. Cleaning Supplies

Cleaning supplies will only be requested and received by platoon-designated representatives.

APPENDIX A: Barracks Standards

A-1. Room Doors, Walls, and Windows

Doors will be marked according to the platoon standard, clean, and free of scuffmarks. A room inspection sheet will be displayed on the back of the door. The sheet will be in a document protector or laminated allowing for the use of a grease pencil or dry-erase marker. No items (posters, pictures, flags, etc.) will be placed on the walls or windows of the room. Windows will be clean and free of streaks. Window sills and mini-blinds will be clean. There will be no items on the window sill. Windows will remain closed at all times. Unless occupants are undressing or sleeping, mini-blinds will be opened during the duty day.

A-2. Floors

All floors, to include under the furniture, will be clean and free of clutter.

A-3. Latrines

Mirrors will be cleaned with no streaks and the chrome shined. The medicine and vanity cabinets will be clean and the items inside will be stored in an orderly fashion. Soap dishes will be wiped clean with no streaks or soap film. The shower will be clean with no soap film. The caulking will also be clean. There will be no soap film or dirt on the shower curtain. The tile shower wall must be cleaned and shined. A towel and washcloth will be in the latrine for each person assigned in the room. One spare roll of toilet paper will be on the floor at the rear of the toilet. On PRT days, Soldiers will hang soiled PRT uniforms from the shower curtain rod to dry.

A-4. Wall Lockers

Wall lockers will remain unlocked, so PSGs can conduct daily inspections. Wall locker doors will be free of marks, smudges, dust, and dirt. All surfaces will be clean. Each Soldier's last name will be on a one-inch piece of tape placed on the upper left corner of the wall locker doors.

A-5. Furniture

All furniture and fixtures in the room will be clean. Drawers will be neatly arranged at all times, with clothing folded or rolled, not stuffed into the drawer. Bunks will be made IAW the bunk diagrams on page 36. Blankets will be lint-free and tight, with 45-degree hospital corners. Pillows will be flattened smoothly and centered under the top sheet, blanket, and dust cover. Each Soldier's rank and last name will be on a one-inch piece of tape placed on the top left corner of the headboard.

A-6. Clothing

1. Footgear will be lined-up and touching, starting at the post under the foot of the bed on the side nearest to the closet. Footgear will be dirt and lint-free, tightly laced with laces tucked inside. Civilian footgear and extra boots will be directly behind the military footgear. Footgear will be cleaned outside or in common areas.

2. Wall lockers will be arranged as follows:

a. From left to right; items will be displayed on the second shelf from the top as follows:

(1) The beret will be displayed upright as worn, with the front of the cap on line with the forward edge of the shelf.

(2) The ACU cap. The bill is to the front and on line with the forward edge of the shelf. Additional caps may be displayed to the rear

(3) All gloves (L to R: dress gloves, shells with inserts, then extra inserts) will be displayed with the thumbs to the left, fingers pointing towards the rear edge of the locker. The open end will be on line with the forward edge of the shelf. The wool inserts will have a cuff rolled on the end.

(4) No other items will be on the shelf.

b. From left to right, the following items will be hung in the closet:

(1) The all-weather coat will be displayed with the right sleeve to the front of the locker, the front of the garment facing the center, all buttons buttoned except the top button.

(2) One pair of ASU trousers will be hung with each ASU coat, with the legs of the trousers hung to the right, zipper facing toward the front of the locker. All buttons and fasteners will be fastened. The right sleeve of the coat will be to the front of the closet. Female Soldiers' skirts will be displayed separately to the right with the zipper zipped and to the front of the locker.

(3) The ASU long sleeve shirt will be displayed to the front of the locker. The front of the garment facing to the center, all buttons will be buttoned.

(4) The ASU short sleeve shirt will be displayed the same as the long sleeve with all buttons buttoned except the top button.

(5) Gortex will be displayed with the right sleeve to the front of the locker, the front or face of the garment facing to the center. All buttons, zippers, and snaps will be fastened with the exception of the top button.

(6) ACUs will be displayed with one pair of trousers hung with each shirt, the legs of the trousers to the right, fly facing to the front of the locker/closet with all buttons buttoned. The right sleeve of the shirt will be to the front of the locker with the front or face of the garment facing to the center; all buttons will be buttoned with the exception of the top button. Pockets will be empty.

(7) Civilian clothes will be limited to a maximum of five outfits and will be displayed to the right in the same manner as military clothing, facing the center of the closet.

(8) All hangers will be made of the same material and will open to the rear of the closet. A maximum of five extra (empty) hangers will be displayed. Extra hangers will be hung to the far right of the closet.

c. Other personal items will not be stored in the wall locker.

d. TA-50 will be stored in the bottom left of the closet. The helmet will sit on top of the assault

pack with LBV wrapped around it. The sleeping mat will stand in the right rear corner of the unit above the three-drawer chest. The sleeping bag will be displayed to the left of the sleeping mat neatly rolled above the three-drawer chest. Hydration systems will be on the top corner on the head of the bed when not in use.

e. Extra civilian clothing and extra military clothing may be stored in the third drawer of the drop desk in a neat and orderly manner, with all items rolled.

f. Laundry bags will be on the top board at the foot of the bunk, tied to form an "X", and then wrapped around the bag with the ends tucked in so they are not visible. All dirty laundry (except PRT uniforms; see paragraph A-3) will be stored in this laundry bag. Dirty laundry will be washed before the laundry bag is 3/4 full.

A-7. Air Conditioners

When running, air conditioners will be set to 74 degrees Fahrenheit.

A-8. Common Area Checklist

1. Cleaning of the common areas will normally be conducted by the CQs, if on duty. However, it is the responsibility of every Soldier living in the barracks to ensure that their building is in compliance with this SOP.

2. Janitor closets

a. Janitor closets will be swept and all cleaning items will be neatly arranged. Shelves, sinks, buckets, and doors will be clean. Ceiling and walls will be clean and free of spider webs. All buffers and vacuums will be stored in the dayroom.

b. When not being used, closets will remain locked. PSGs will maintain control of janitor closet keys.

3. Laundry rooms

a. Laundry rooms will be cleaned daily.

b. Washers and dryers will be moved so that the floor may be swept and mopped nightly. There will be no lint or trash under washers and dryers. Dryer conduits and electrical cables will be attached, free of lint and serviceable.

c. Washer and dryers filter screens will be clean when not in use. Personnel are responsible to clean these items after each use. When not in use, the screens will remain half way out of their compartments.

d. Sinks will be cleaned after each use. All fixtures and pipes will be shined daily.

e. Trash cans will be emptied daily and trash bags will be replaced.

4. Floors, Windows, Common Areas

- a. Windows and sills will be clean and free of dust, inside and out.
- b. Common area furniture (chairs, couches, TVs, bookcases, and tables) will be free of dust.
- c. Trashcans will be cleaned inside and out and emptied daily.
- d. Magazine racks will be kept neat and in an orderly fashion.
- e. CQ desks and common area furniture will be kept neat and orderly at all times, regardless of whether CQs are on duty or not.

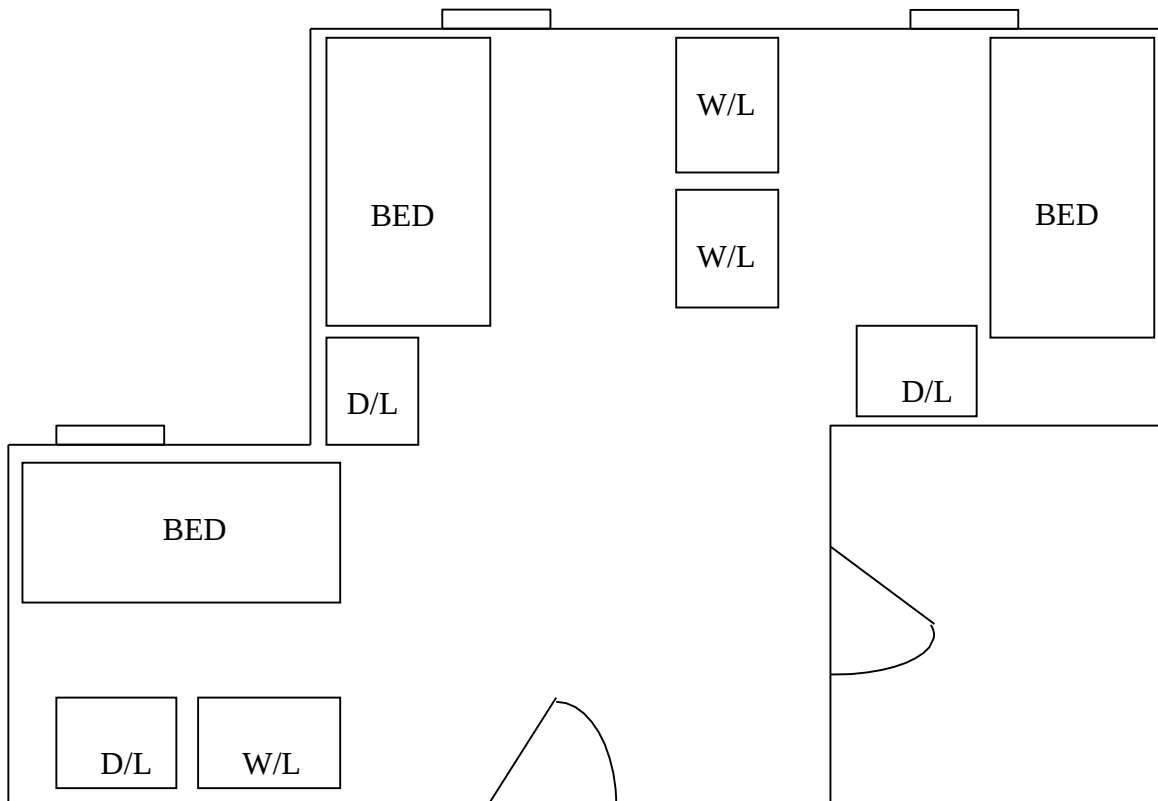
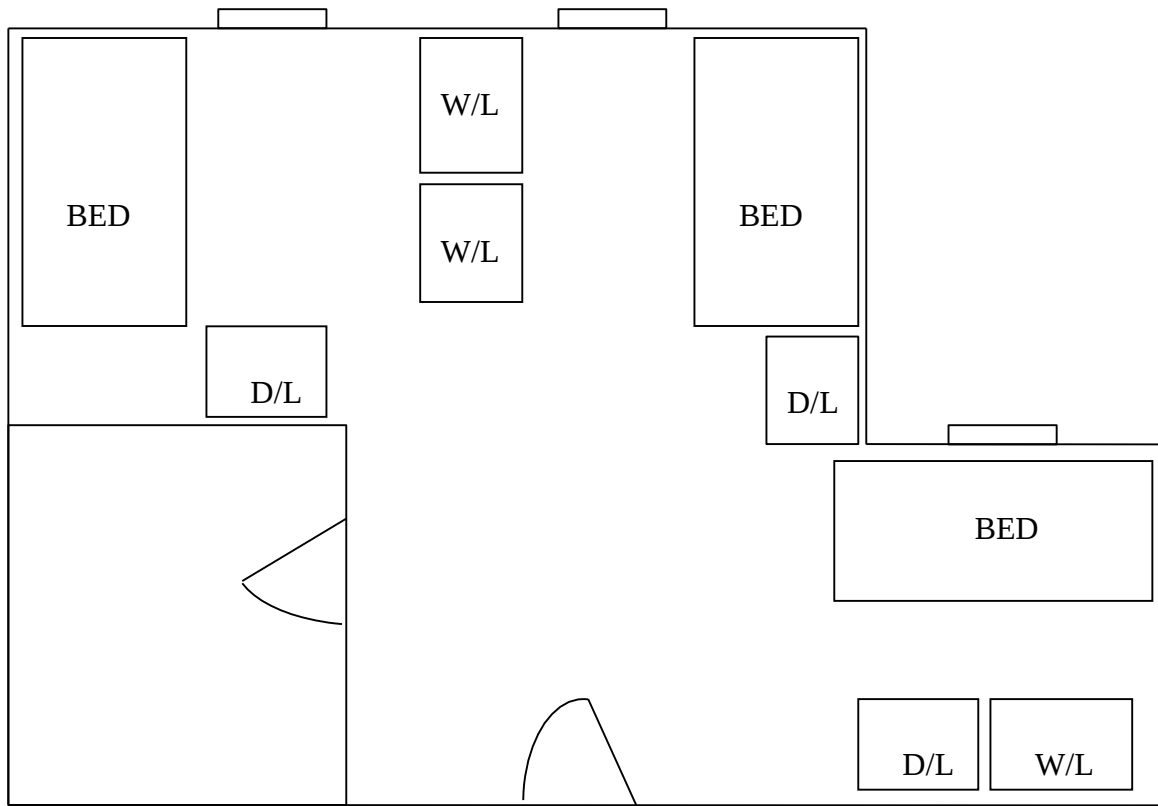
5. Stairwells

- a. Stairwells will be kept clean and free of obstruction at all times.
- b. Stairwells will be swept daily. Stairwell walls and ceilings will be free of spider webs. Handrails will be dusted.
- c. Burned out and broken lights will be reported to cadre.

6. Outside Areas

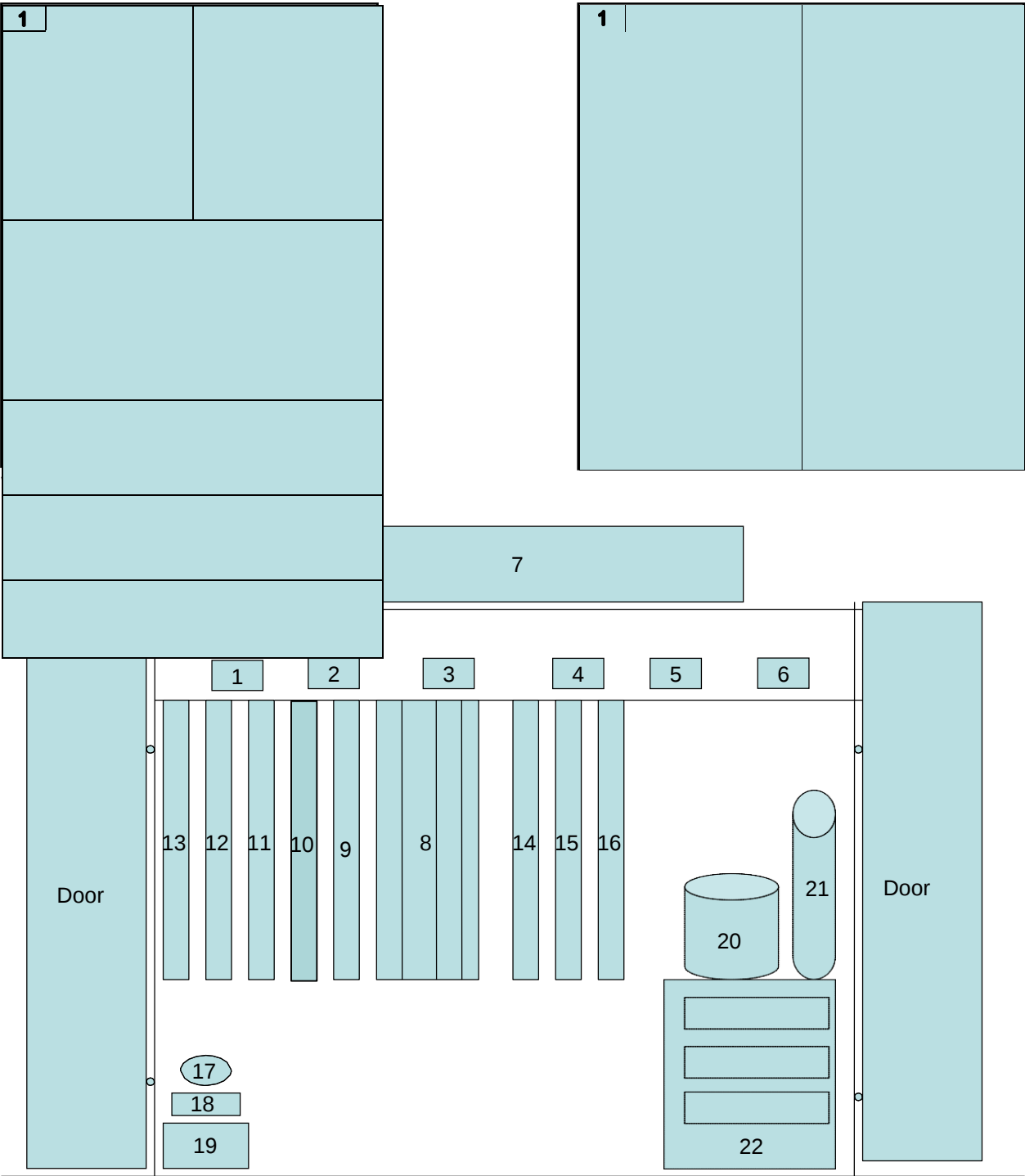
- a. Outside areas will be checked twice daily by student leadership.
- b. Trash cans will be emptied daily or as needed.

Room Setups and Diagrams



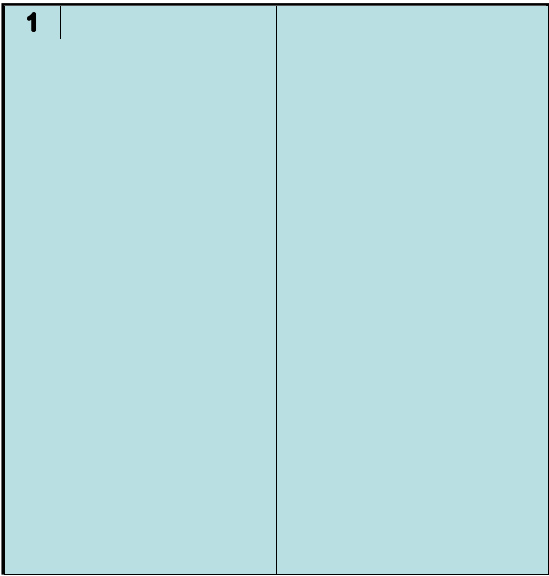
Drop Down Desk (Front View)

1) Name Tag



Wall Locker (Front View)

1) Name Tag



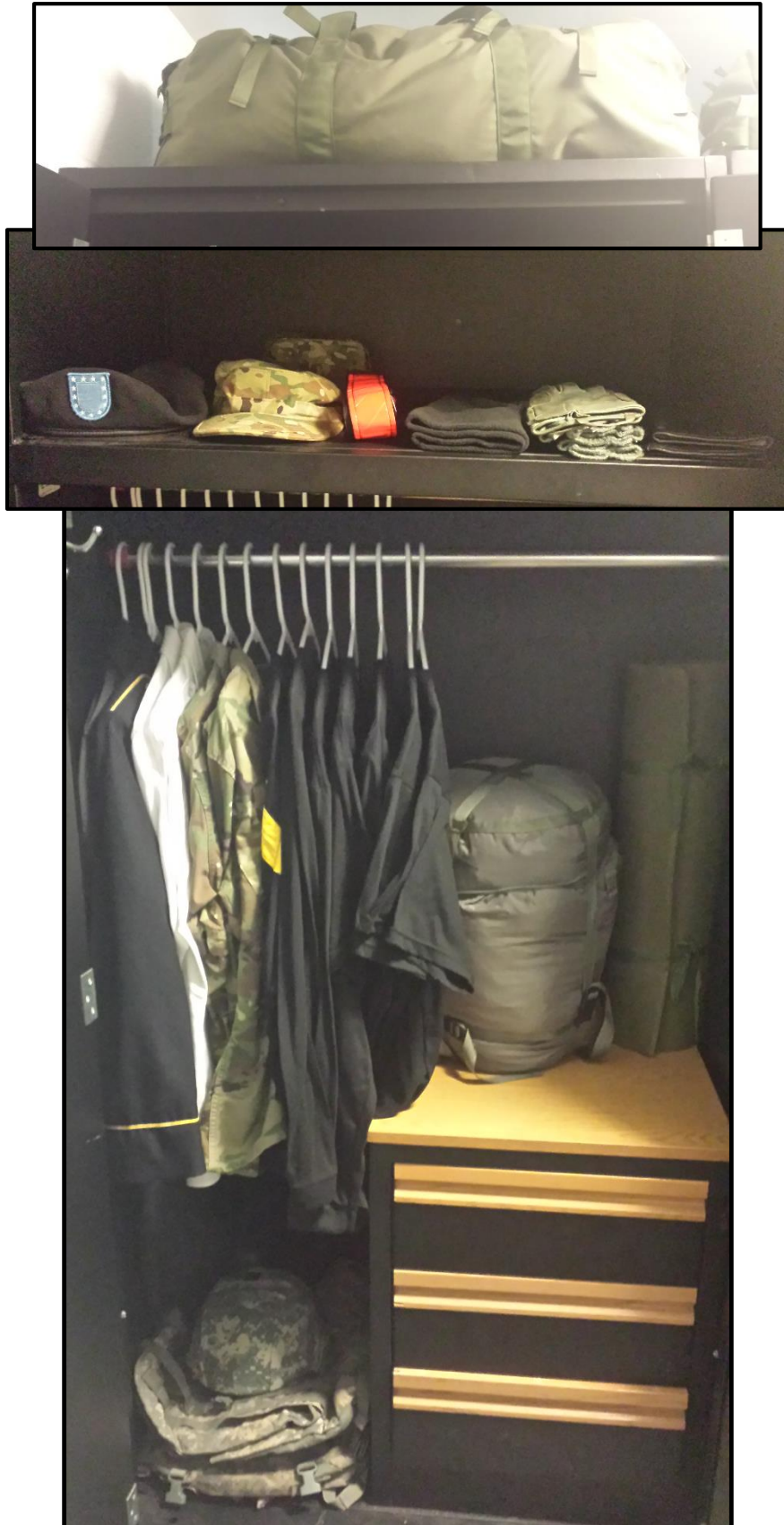
Legend for Preceding Wall-Locker/Closet Diagram

1. Beret
2. Patrol Cap
3. PT Belt
4. PT Cap
5. Work gloves with inserts on the bottom and fingers facing the back of the wall locker and the palms facing down.
6. Dress gloves
7. Duffle bag, with all TA-50 not displayed and evenly placed within the bag presenting a smooth appearance. Handle will be facing up with name and SSN visible to the front. If room ceiling does not allow the duffle bag to be placed on top of the wall locker, the duffle bag will be placed on top of the drop down.
8. ACUs facing towards the center of the wall locker. One pair of trousers inside each blouse, with the crotch facing out and leg seams aligned. Minimum of two sets will be displayed at all times.
9. Gortex jacket displayed as item 8.
10. ASU short sleeve shirt
11. ASU long sleeve shirt
12. ASU uniform with one pair of trousers displayed as item 8.
13. Black all-weather coat
14. Physical Fitness Uniform jacket with pants facing the center of the wall locker with the pants displayed as item 7.
15. Long sleeve PFU shirt
16. Short sleeve PFU shirt

Items 8 – 16 will be displayed on the same type of hangers, evenly spaced between items and the sides of the wall locker. All buttons will be buttoned, strings tied, Velcro closed, and zippers closed as worn, No ear plug cases will be on display nor will there be any pin-on or Velcro rank attached. Only sewn on rank and name tags will be on the ACUs and/or Gortex jacket.

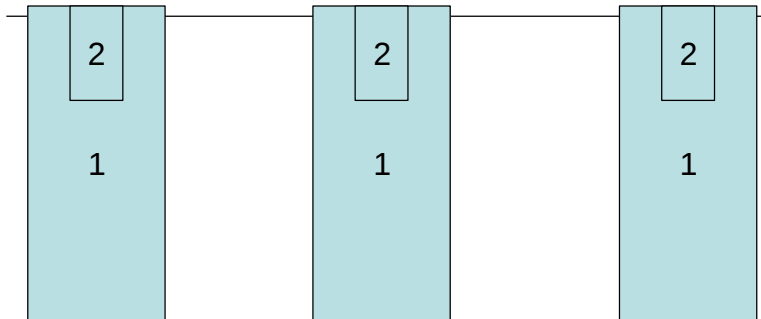
17. The Advanced Combat Helmet (ACH) facing front with the chin strap fastened
18. Fighting Load Carrier (FLC) with canteens, canteen cup, canteen pouches, and ammo pouches when not worn. Facing front, wrapped around the ACH. Canteens will be empty.
19. Assault pack will be lying with shoulder straps on the bottom; pack will be under the FLC and the ACH. All straps neatly secured, strings tied, Velcro closed, and zippers closed. The assault pack will have a neat rectangular appearance.
20. Sleeping bag with strings tied, zippers closed, and excess tie-down strings facing the back of the wall locker.
21. Sleeping mat
22. Three drawer chest

Soldiers may put personal items too big for their personal drawer in the drop down lid desk or neatly underneath their bed, pushed toward the wall of the room. No other items of any kind are authorized in the wall locker.



Towel and Wash Rag

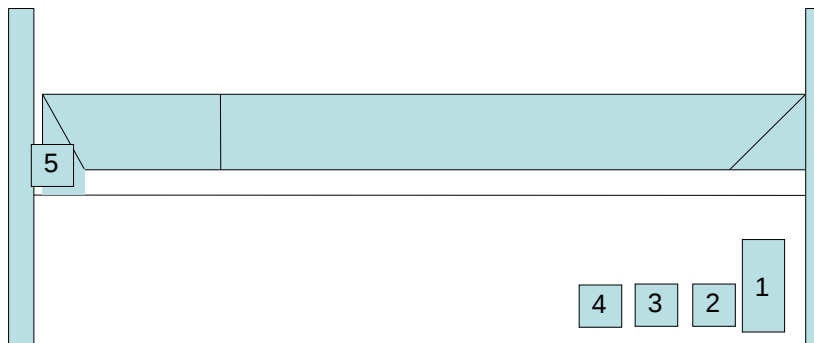
1. Towels will be folded without any edges shown from the front or sides.
2. Rags will be folded the same as towels.



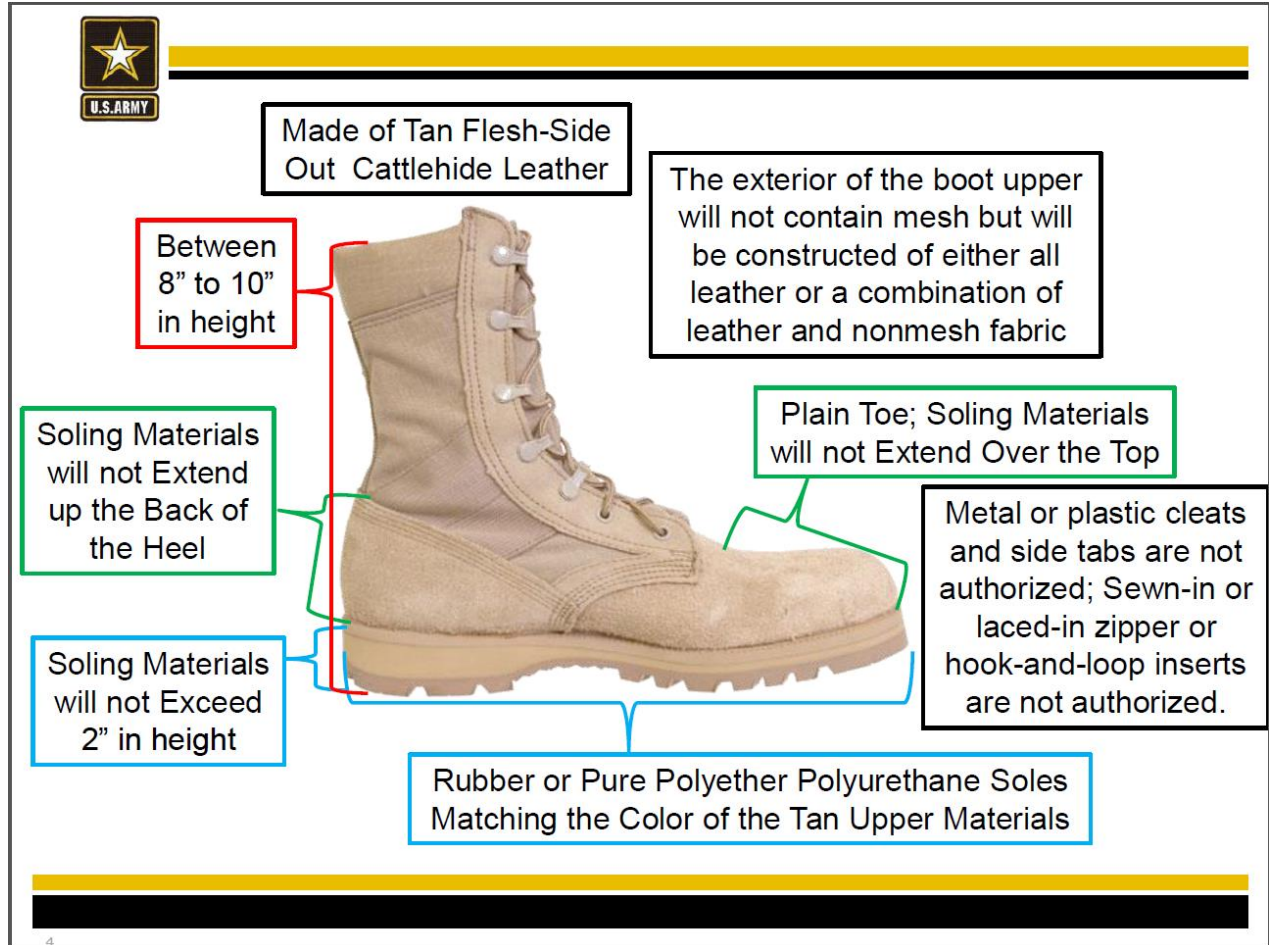
Bunk

1. Boots
2. Dress shoes
3. Running shoes
4. Shower shoes
5. Name tag

All footgear will be tied and tucked in as worn. Foot gear will be on line with the edge of the bed post and the tips of the foot gear. Civilian foot gear will be placed directly behind military foot gear.



APPENDIX B: Authorized Footwear



APPENDIX C: Schedules

Schedules change regularly based on mission requirements.

Regular Training Day Schedule

<u>TIME</u>	<u>FORMATION</u>	<u>LOCATION</u>	<u>UNIFORM</u>
0545	PRT Formation	Soldier On Field	IPFU/APFU
0700	Breakfast	Company Area	ACUs
0815	School Formation	6106 Parking Lot	ACUs
0820	Class / Duties	Yano / Braman Hall	ACUs
1100	Lunch Formation	Yano Hall Parking Lot	ACUs
1115	Lunch	Company Area	ACUs
1200	School Formation	6106 Parking Lot	ACUs
1205	Class / Duties	Yano / Braman Hall	ACUs
1700	Final Formation	Yano Hall Parking Lot	ACUs
1715	Dinner / Free Time	Company Area	ACUs
2000	Bed Checks	Outside of Barracks	IPFU/APFU

Phase IV Regular Non-Training Day Schedule

<u>TIME</u>	<u>FORMATION</u>	<u>LOCATION</u>	<u>UNIFORM</u>
0615	Breakfast	6106 Parking Lot	ACUs
0800	Duties	Company Area	ACUs
1115	Lunch	6106 Parking Lot	ACUs
1130	Block Time Begins	On-post	ACUs
1700	Block Time Ends	Company Area	ACUs
1705	Dinner	6106 Parking Lot	ACUs
1800	Free Time	Company Area	ACUs
2000	Bed Checks	Outside of Barracks	IPFU/APFU

Phase V and V+ Regular Non-Training Day Schedule

<u>TIME</u>	<u>FORMATION</u>	<u>LOCATION</u>	<u>UNIFORM</u>
0615	Breakfast	6106 Parking Lot	ACUs
0800	Block Time Begins	On or Off-Post	None
2000	Bed Checks	Outside of Barracks	IPFU/APFU

APPENDIX D: Important Military Websites

A Company Website

<https://www.us.army.mil/suite/grouppage/6687>

AKO

<https://www.us.army.mil>

ALMS

<https://www.lms.army.mil/>

Army Career Tracker

<https://actnow.army.mil/>

Army Publishing Directorate (APD)

<http://www.apd.army.mil/>

Army Training Network (ATN)

<https://atn.army.mil/>

ATFP Level 1 Training

<https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam>

Center for Army Lessons Learned (CALL)

<https://call2.army.mil/default.aspx>

Central Army Registry (CAR)

<https://atiam.train.army.mil/catalog/>

Check on Duty Station Assignment

<https://myerb.ahrs.army.mil/>

<https://www.ask.army.mil/ask/current.aspx>

Check on Sponsorship

<https://actnow.army.mil/>

Correspondence Courses for Promotion Points

<https://www.lms.army.mil/>

<https://www.atrrs.army.mil/selfdevctr/>

<https://usarmy.skillport.com/skillportfe/custom/login/usarmy/login.action>

Electronic Records Brief (ERB)

<https://myerb.ahrs.army.mil/>

Enterprise E-mail

<https://web.mail.mil/>

Global Assessment Tool (GAT)

<https://armyfit.army.mil/Protected/Secured/Intro.aspx>

Interactive Personnel Electronic Records Management System (iPERMS)

<https://iperms.hrc.army.mil/rms/record>

Leave and Earnings Statement (LES)

<https://mypay.dfas.mil/mypay.aspx>

MEDPROS

<https://www.us.army.mil>

Then

<https://medpros.mods.army.mil/medpros/MyMedicalReadiness/medical.aspx>

MilConnect

<https://www.dmdc.osd.mil/milconnect/>

MilSuite

<https://www.milsuite.mil/book/welcome>

Official Military Personnel File (OMPF)

https://www.hrcapps.army.mil/Portal/?page_id=12181

SHARP / SSD 1 Training

<https://www.lms.army.mil/>

Soldier Record Brief (SRB)

<https://www.ipps-a-prod.army.mil/>

Travel Risk Planning System (TRiPS)

<https://safety.army.mil/TOOLS/TravelRiskPlanningSystemTRiPS/tabid/630/default.aspx>

TricareOnline

<https://www.tricareonline.com/>

VIA Survey of Character Strengths

<https://www.authentic happiness.sas.upenn.edu/user/login?destination=node/434>

THE SOLDIER'S CREED

I am an American Soldier.

I am a Warrior and a member of a team.

I serve the people of the United States and live the Army
Values.

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and
proficient in my warrior tasks and drills.

I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the
United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.

<https://www.youtube.com/watch?v=lfvzoKnR7QU>

THE ARMY SONG
“THE ARMY GOES ROLLING ALONG”

March along, sing our song, with the Army of the free.
Count the brave, count the true, who have fought to victory.
We're the Army and proud of our name! We're the Army
and proudly proclaim:

First to fight for the right, and to build the Nation's might,
And the Army Goes Rolling Along
Proud of all we have done, Fighting till the battle's won,
And the Army Goes Rolling Along

Then it's hi, hi, hey! The Army's on its way Count off the
cadence loud and strong (two, three)
For wher-e'er we go, You will always know that the Army
Goes Rolling Along

<https://www.youtube.com/watch?v=3OI3S0y5qIo>

AVIATION BRANCH SONG “ABOVE THE BEST”

High Above the Best
High Above the Best
We are Army Aviation, USA
Proud and strong, we meet the test
Skies filled with thunder
Wearing silver wings upon our chest
We meet the needs of ground command
As we aid the nation's quest
Army Aviation
Flying High Above the Best!

<https://www.youtube.com/watch?v=AAUbN54qrv4>

Army Values

Loyalty: Bear true faith and allegiance to the U.S. Constitution, The Army, your unit and other soldiers.

Duty: Fulfill your obligations.

Respect: Treat people as they should be treated.

Selfless Service: Put the welfare of the nation, the Army, and your subordinates before your own.

Honor: Live up to all the Army values.

Integrity: Do what's right, legally and morally.

Personal Courage: Face Fear, danger or adversity (physical or moral).

Warrior Ethos

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

Oath of Enlistment

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.